

WISCONSIN DEPARTMENT OF HEALTH AND FAMILY SERVICES
Division of Health Care Financing
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To: Electronic Case File (ECF) Handbook Users

From: Jim Jones, Director
Bureau of Eligibility Management

Re: **Electronic Case File (ECF) Release 05-02**

Release Date: October 1, 2005

Effective Date: October 1, 2005

EFFECTIVE DATE

The following process additions or changes are effective 10/01/05, unless otherwise noted. **Bold text in the new process section denotes new text. Text with a strike through it in the old process section denotes deleted text.**

Changes

Viewing The ECF

The current sections of the handbook were put into this chapter to differentiate between the other, new chapters (Ascent Capture/Scanning, Scanner Documentation, and Best Practices).

Ascent Capture/Scanning

This new chapter was added to give instructions on how to use the software (Ascent Capture) to scan documents.

Scanner Documentation

This new chapter was added to give installation, use, and maintenance instructions for each scanner used in the state.

Best Practices

This new chapter was added so that agencies beginning to use the ECF can learn from ECF pilot agencies' experiences.